

Audit Reports Progress Updates 10/01/25

Name	Comments	Target Completion date
Access & Security	<ol style="list-style-type: none"> 1. System Audit Logs – Access Logs 2. System Audit Logs – Amendment Logs 3. Permission Review process 4. Privileged Access Policy 5. Documented Roles & Responsibilities 6. Privileged Accounts Review 7. User role permission mapping 8. Permission Approvals 	<p>17/01/25</p> <p>28/02/25</p> <p>21/02/25</p> <p>14/02/25</p> <p>28/02/25</p> <p>14/03/25</p> <p>28/03/25</p> <p>28/03/25</p>
Integrations	<ol style="list-style-type: none"> 1. Value reconciliation 2. New integrations governance process 3. New integration request 4. Documented Roles & Responsibilities 5. Service area processes 6. Integration Master List 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>



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Accounts Payable	<ol style="list-style-type: none"> 1. Delegated Authority to Exec Assistants 2. Workflow segregation of duties 3. Purchase Order reflecting incorrect amount 4. Purchase order approvals 5. Amendments to Purchase Orders 6. Duplicate payments 7. Late payments to creditors <p>**Listed as RED as this has been outstanding with Unit 4 for some time but has recently been escalated again.</p>	<p>17/01/25</p> <p>Completed</p> <p>31/03/25 (with Unit4) **</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
Accounts Receivable	<ol style="list-style-type: none"> 1. Refund and Credit note workflow 2. Unallocated Income Suspense Account 3. Duplicate customer Accounts 4. Documenting Workaround procedures 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

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Name	Comments	Target Completion date
Corporate Payroll	<ol style="list-style-type: none"> 1. Starters - Recruitment controls process - complete 2. Retrospective starter review - complete 3. Leavers Report – this is now complete 4. Leavers Testing – this is now complete 5. Unit 4 Access Controls short term fix in place 6. Variable pay approvals short term fix in place 7. Internal movers – 3 samples found 8. Verification of 3rd party payments 9. Reconciliation to General Ledger 10. Advances & Net Pay 11. Overpayments 12. Leaver Forms 13. Monthly BACS analysis 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>28/02/25</p> <p>28/02/25</p> <p>Completed</p> <p>28/02/25</p> <p>31/01/25</p> <p>31/01/25</p> <p>31/01/25</p> <p>Completed</p> <p>Completed</p>
Pensions Enrolment	<ol style="list-style-type: none"> 1. Reporting of new enrolments to pension fund 2. Employee pension contribution identification 3. Admin of job code changes and new starter 4. Job code change reporting 5. Communication with affected staff members 6. HR internal guidance on processing repayments 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>



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